

July 13, 1989

1. Transmitted is a revision to Veterans Health Services and Research Administration Manual M-2, "Clinical Affairs," Part V, "Nursing Service." Brackets have not been used to indicate changes.

2. Principal change:

Paragraph 6.04. Updated to delete subparagraph b.

3. **Filing Instructions**

Remove pages

Cover page through v
1-1 through 6-1
A-1 through A-16

Insert pages

Cover page through v
1-1 through 6-1
A-1 through A-17

4. **RESCISSIONS:** M-2, part V, dated April 1, 1985; M-2, part V, change 1, dated January 15, 1987.

JOHN A. GRONVALL, M.D.
Chief Medical Director

**Distribution: RPC: 1028
FD**

Printing Date: 7/89

DEPARTMENT OF
VETERANS AFFAIRS

CLINICAL AFFAIRS
Nursing Service

M-2, Part V
July 13, 1989

Veterans Health Services and
Research Administration

July 13, 1989

Department of Veterans Affairs
Veterans Health Services and
Research Administration
Washington, DC 20420

Part V, "Nursing Service," Veterans Health Services and Research Administration Manual M-2, "Clinical Affairs," is published for the compliance of all concerned.

JOHN A. GRONVALL, M.D.
Chief Medical Director

Distribution: RPC: 1028
FD

Printing Date: 7/89

CONTENTS

PARAGRAPH	PAGE
CHAPTER 1. ADMINISTRATION OF NURSING SERVICE	
1.01 Statement of Policy	1-1
1.02 General Provisions	1-1
1.03 Personnel	1-2
1.04 Volunteers	1-2
CHAPTER 2. CLINICAL NURSING PRACTICE	
2.01 Statement of Policy	2-1
2.02 General Provisions	2-1
2.03 Patients' Rights and Patient Advocacy	2-1
2.04 Quality Assurance	2-2
2.05 Legal Accountability	2-2
2.06 Clinical Privileges	2-2
CHAPTER 3. NURSING UNIT MANAGEMENT	
3.01 Statement of Policy	3-1
3.02 General Provisions	3-1
3.03 Medical Orders	3-2
CHAPTER 4. EDUCATION IN NURSING SERVICE	
4.01 Statement of Policy	4-1
4.02 General Provisions	4-1
4.03 Mandatory Topics	4-2
CHAPTER 5. RESEARCH IN NURSING SERVICE	
5.01 Statement of Policy	5-1
5.02 General Provisions	5-1
5.03 Scope	5-1
5.04 Role Expectations	5-1
5.05 Monitoring Research Within Nursing Service	5-2
CHAPTER 6. VA CENTRAL OFFICE NURSING SERVICE REPORTING REQUIREMENTS	
6.01 Statement of Policy	6-1
6.02 General Provisions	6-1

April 24, 1991

M-2, Part V
Change 2

M-2, Part V
Change 2

April 24, 1991

6.03	Report of Qualifications of Nurses, RCS 10-0016	6-1
6.04	Report of Nursing Service, RCS 10-0034	6-1
6.05	Nursing Service Annual Report, RCS 10-0654	6-1

CONTENTS-Continued

PARAGRAPH	PAGE
APPENDIX	
A. Classification of Patients According to Their Nursing Care Needs....	A-1
Instructions and Definitions for VA Form 10-0005, Patient Classification Form (Medical/Surgical).....	A-3
Instructions and Definitions for VA Form 10-0005b, Patient Classification Form - Critical Care	A-6
Instructions and Definitions for VA Form 10-0005a, Patient Classification Form - Extended Care	A-9
Instructions and Definitions for VA Form 10-0005c, Psychiatric Patient Classification Form	A-12
Instructions and Definitions for VA Form 10-0005d, Nursing Spinal Cord Injury Patient Classification Form	A-15
Suggested Procedure to Ensure Inter-rater Reliability Among Nurses in Classifying Patients Using VA Patient Classification Methodologies	A-23
Bibliography	A-24

April 24, 1991

M-2, Part V
Change 2

M-2, Part V
Change 2

April 24, 1991

RESCISSIONS

The following material is rescinded:

COMPLETE RESCISSIONS

a. **Manual**

M-2, Part V, dated September 15, 1955.

M-2, Part V, dated April 22, 1963, and changes 1 through 5.

M-2, Part V, dated April 21, 1975.

b. **Interim Issues**

II 10-67-38

II 10-71-32

II 10-76-9

c. **Circulars**

10-84-24

10-84-103

10-85-82

10-85-164

10-88-148

CHAPTER 1. ADMINISTRATION OF NURSING SERVICE

1.01 STATEMENT OF POLICY

The VA Nursing Service provides care that will assist veterans in maintaining or regaining health, learning to live with disabilities, or dying with dignity and comfort. Nursing Service accomplishes this mission through humanistic and outcome oriented programs which ensure effective patient care and provide nursing personnel with opportunities for professional growth. Nursing is a clinical practice discipline, which is supported by programs in administration, education and research.

1.02 GENERAL PROVISIONS

a. The Chief, Nursing Service, will contribute to medical center policy development, planning, decision making, resource management and evaluation that affect the delivery of health care services to patients.

b. The Chief, Nursing Service, will contribute to the medical center's budget by forecasting resource requirements of the nursing program, including personnel.

c. The Chief, Nursing Service will contribute to the strategic management process of the medical center.

d. The Chief, Nursing Service, will participate in planning for new construction, renovating facilities and selecting equipment to be used by nursing personnel.

e. The Chief, Nursing Service, will develop, administer and evaluate a comprehensive program which meets the nursing care requirements of patients, within the policies and guidelines of the VHS&RA (Veterans Health Services and Research Administration) and the Department.

f. Programs in nursing administration, education and research will be established to promote excellence in clinical practice. These programs will include the evaluation and implementation of new developments in nursing practice; the enhancement of nursing knowledge through education, the clinical application of new knowledge and contributions to professional literature; and the promotion of research directed toward the improvement of nursing practice.

g. Nursing Service philosophy, standards, goals and objectives will be defined. These will be developed in collaboration with nursing personnel responsible for their implementation. Nursing Service programs will be evaluated periodically to ensure their effectiveness in meeting accepted standards, goals, and objectives.

April 24, 1991

M-2, Part V
Change 2

M-2, Part V
Change 2

April 24, 1991

h. Organizational and functional charts for Nursing Service will delineate authority and responsibility.

i. Standards applicable to Nursing Services will be met.

j. The medical center director and chief of staff will be informed of Nursing Service accomplishments, problems and recommendations.

k. The Chief, Nursing Service will meet regularly with nursing personnel on all tours of duty. Minutes of meetings will be maintained and distributed as appropriate.

l. Nursing Service committees will be established to assist in attaining goals. Purposes and functions of each committee will be published, and minutes of meetings will be maintained and distributed as appropriate. Nursing Service will be represented on multidisciplinary committees to enhance the delivery of health care.

m. The Chief, Nursing Service, will ensure collaboration and sharing with appropriate professional and health care organizations in the community to enhance nursing care and staff development programs. This will be done in accordance with VA policies and guidelines.

1.03 PERSONNEL

a. The Chief, Nursing Service, will be responsible for the selection, orientation, assignment, and appropriate utilization of Nursing Service personnel. Nursing staff assignments will be congruent with patient care needs and employee qualifications.

b. The Chief, Nursing Service, or designee will use professional judgment and expertise in interpreting policies and developing programs that ensure competent nursing practice and fair personnel practices.

c. Registered nurses will be responsible for all nursing care. This will include the direct supervision of all categories of nursing personnel and nursing students providing care to patients.

d. Recruitment and retention programs will be established to meet local and agency requirements for qualified nursing personnel. The Chief, Nursing Service will identify qualified applicants and candidates for centralized positions and training programs to Central Office Nursing Service.

e. Career development programs will be established. Opportunities will be provided for nursing personnel to perform at increasing levels of competence as appropriate.

f. Functional statements or position descriptions will be developed for nursing personnel as appropriate. These will be reviewed annually and revised as necessary.

g. A Nurse Professional Standards Board will be established in accordance with VA policy.

h. Supervisory nursing personnel will comply with the terms of negotiated union agreements.

M-2, Part V
Change 2

April 24, 1991

i. Patient care support functions will be examined for possible realignment. The Chief, Nursing Service will collaborate with medical center program managers to ensure the effective utilization of nursing personnel to provide direct clinical care to patients.

1.04 VOLUNTEERS

a. Volunteers assigned to Nursing Service will function according to guidelines established by Nursing Service and Voluntary Service.

b. There will be a designated coordinator for volunteer programs in Nursing Service. The activities of volunteers participating in patient care programs will be supervised by a registered nurse. Orientation and training programs for volunteers will be provided.